

**LINCOLN SCHOOL COMMITTEE
LINCOLN, RHODE ISLAND
MINUTES**

DATE: January 12, 2016
PLACE: Lincoln Middle School
152 Jenckes Hill Road
Lincoln, RI 02865
TIME: 7:00 PM – Open Session

School Committee Members Present: Kristine Donabedian, Chair; Mary Anne Roll, Vice Chair; John Carroll, Clerk; Tracey Cavanaugh, John LaFleur, Julie Zito
Absent: Staci Rapko-Bruckner

Others Present: Georgia Fortunato, Superintendent; Lori Miller; Caroline Frey, Mark Gadbois, Heidi Godowski, Barbara Maher, Kevin McNamara, Armand Milazzo, Marc Cobb, Kim Laliberte, Charlotte Tavares, Rosemary Stein

Convene Into Open Session

- a. Notification to Public of Compliance with R.I. Generals Laws 42-46-4 & 5 as to Votes Taken
The Chair reported there were no votes taken in Executive Session.
- b. Consider and Vote on Motion to Seal Executive Session Minutes
Motion to seal Executive Session minutes by Cavanaugh. Seconded by Roll. All in favor.
Motion carried 6-0.

Opening Ceremony

Right to be Heard – None.

I. Consent agenda

Motion to approve by Cavanaugh. Seconded by Roll. All in favor. Motion carried 6-0.

1. Salary Warrants
2. Expense Warrants
3. Approval of Disposition of Obsolete Textbooks
4. Home School Request
 - a. Ms. Amanda McCaffrey
5. Out of State Field Trip Requests
6. Civic Use of Buildings
 - a. Lincoln Sports Camps, Sundays - 2/21/16 through 3/27/16 @ LHS
 - b. American Cancer Society Craft & Vendor Fair – 4/30/16 @ LHS

7. Personnel Recommendations

Coaching Appointments

a. Brian Grant	To:	Boys Outdoor Track Assistant Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
b. Andrew Hallam	To:	Varsity Baseball Head Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
c. Matthew Pavao	To:	Boys Tennis Head Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
d. Elizabeth Brennan	To:	Girls Outdoor Track Asst. Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
e. Sue Carlson	To:	Girls Outdoor Track Head Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
f. Jane Fish	To:	Boys Volleyball Head Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
g. Nicholas Maresca	To:	Golf Head Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
h. John Menna	To:	Boys Outdoor Track Head Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract
i. Susan Renzi	To:	Girls Lacrosse Head Coach
	Effective:	2015-16 Spring Sports Season
	Salary:	Per contract

8. Approval of Regular Session Minutes

a. December 14, 2015

II. Superintendent's Report

a. Citations

The Superintendent introduced *Joanne Phillips*, Golden Apple Award winner. She noted Joanne is the seventh Lincoln Public School winner. Joanne was nominated by Maya LaFleur, a senior at Lincoln High School. Mrs. Phillips was presented a citation of recognition by Chairwoman Kristen Donabedian.

Superintendent Fortunato recognized *Doreen Picozzi* for being named a Master Journalism Educator by the Journalism Education Association. She noted this prestigious award is given to only one out of 140 nationwide. Chairwoman Kristine Donabedian presented Doreen with a citation of recognition.

Mary Anne Roll presented the following with certificates of recognition:

Alexandra DalBon – 2015-16 RI Senior All State Orchestra, 5th Ranked Trombone; *Melissa Drake* – 2015-16 RI Senior All State Band, 1st Ranked Flute; *James Heineman*, 2015-16 RI Senior All State Band, 14th Ranked Trumpet; *Jason Huang* – 2015-16 RI Junior All State Band, 7th Ranked Trumpet; *Yiru Li* – 2015-16 RI Junior All State Band, 2nd Ranked Clarinet; *Matthew Ricard* – 2015-16 RI Junior All State Band, 1st Ranked Clarinet; *Meghan Wenz* – 2015-16 RI Senior All State Band, 2nd Ranked Baritone Saxophone

b. Lincoln High School Student Update

Principal McNamara introduced *Robert Gervais*, teacher of Computer Animation and students *Jess Brierly*, *Hunter Mathias*, *Kyle Vieira*, *Joshua Tyler* and *Jared Hemond*. Mr. Gervais showed a video as the students explained their projects.

c. Lincoln Middle School Presentation

The Superintendent explained they would be showcasing a school at each School Committee meeting. Principal Godowski began with support services, academics that are aligned with common core subjects, school wide rubrics and a breakdown of student numbers on the Honor Roll and student achievement. Teacher Fred Hoppe explained the Student-Led-conference where a student has an opportunity for self-evaluation and reflection. Core teachers visit the team classrooms to check in with parents. A parent spoke about the success of these conferences. The Guidance Counselor reported on technology and how they welcome new students with the Student Ambassador Program. Godowski finished with information on civics and athletics.

d. Discussion of Results of February Vacation Survey

The Superintendent introduced Andy Brown who reported on the results of the survey to eliminate the February vacation. Brown reported parents overwhelmingly agreed it was a good idea, with employees not in favor. Then there were two options presented with the first having President's Day off (Monday) and Tuesday being a professional development day (or Friday being professional day). Parents and employees preferred Monday-Tuesday off. The Superintendent stated not everyone is eliminating the February vacation. The Chair stated she would agree if the response had been over 75% in favor, with John LaFleur believing 75% is a large number. Mary Anne Roll expressed concern that the vacation takes away from continuity. Fortunato stated they will be considering the calendar at next month's meeting. She noted next year is an election year with a shorter Christmas vacation. Mr. Hoppe asked this to be put out to 2017-2018. The Superintendent stated she would change her recommendation to continuing with a February vacation for 2016-2017 with a Monday holiday and a professional development day. Then starting 2017-2018 the February vacation will be eliminated. Superintendent Fortunato stated that she would be making her final recommendation at the next school committee meeting.

e. Presentation of 2016-17 Budget

Superintendent Fortunato read her transmittal letter into the record:

To: The Honorable Lincoln School Committee

Enclosed herewith is the 2016-17 Superintendent's Proposed Operating Budget for the Lincoln Public Schools. The 2016-17 proposed operating budget totals \$54,196,776 which is a 4.04% increase over the 2015-16 operating budget of \$52,092,668. The funds requested in the proposed budget general support current service levels.

The 2015-16 Superintendent's Proposed Operating Budget was developed using a zero based budgeting methodology which requires that every budget request be analyzed independently while incorporating the goals in the school improvement plan and the district's strategic plan. It should be noted that many of the line items remained the same as the 2015-16 operating budget, despite increases in almost every area. Budget managers were diligent in asking for only essential items.

There are reductions in professional staff in the 2016-17 proposed operating budget. A special educator at the middle school and an English teacher at Lincoln High School were eliminated because of enrollment and anticipated service delivery changes. As a result of a retirement, one elementary school nurse teacher position will not be filled but will be repurposed into an elementary physical education/health teacher to cover health classes in order to provide more clinic time for school nurse teachers at the elementary level. Kindergarten enrollment is projected at the same level as the actual enrollment for the 2015 school year.

Two elementary classrooms, one in grade 2 and one in grade 4 will close and will reopen as a grade 3 and a grade 5 classroom. Finally an additional grade 3 and a grade 1 will open because of increasing enrollment at the elementary level. There is no net increase in certified staff as a result of these personnel changes.

There were also 2.2 unbudgeted positions that included a preschool teacher, grade 1 teacher and a .2 speech & language teacher, added to the 2015-16 budget that are now reflected in the 2016-17 operating budget. Again, these positions were necessary because of increasing enrollment in the early elementary grades.

Program changes in secondary athletics will require an additional 1.4 FTE increase in staff. The turf field, bleachers and press box improvements at Ferguson Field have made the facility a hot commodity. A concession stand and bathroom facilities proposed in the 2015-17 Capital Budget will require a 1.0 custodian/floater to supervise and clean these areas when these facilities are used. When there are no activities at the field, this custodian will be used to fill absences and/or provide additional custodial support throughout the district.

The Athletic Director will be increased to full time through the addition of a .4 FTE. Right now, the athletic director is budgeted at .6, which is just over half a day. It is difficult to schedule programs and provide outreach to parents and colleges in this amount of time. The athletic director job description will be revised to provide these services to the community with the addition of the .4 FTE.

Currently, there are three (3) retirements for fiscal 2016. The salary breakage number for 2015-16 is only slightly decreased over the 2015-16 allocation.

Lincoln's two union contracts settled at the end of fiscal 2015 and the agreements provide 1% increases for certified staff on the 11th step and 1% for members of the support staff who took no increase in 2014-15.

Other areas showing increases include medical benefits, charter school and special education tuitions. The medical benefits line was reduced in 2015-16 because of a more cost effective plan for certified staff. Fiscal 2017 claims are budgeted at \$5,172,804 which is a 4% increase in the 2016 working rate. Pension lines are actually showing a reduction as a result of pension reform.

Charter school enrollment is projected to increase for fiscal 2016 because of expansion of charter programs. RIDE expects enrollments to climb to over 300 charter and vocational placements for Lincoln residents. The 2016-17 budget projections provide for 276 placements and results in an increase of \$390,286 or .75%. Special education tuitions are showing an uptick as well and the budget reflects an increase of \$225,070 for out of district placements and \$35,000 for purchased services for special education students. These increases equate to a .5% over the 2015-16 budget.

We continue to move forward with upgraded science kits to meet the Next Generation Science Standards and web-based supplemental programs and workbooks to boost math scores at all levels. The Journeys program, adopted during the 2015-16 school year, provides support for elementary ELA programs. The 2016-17 budget provides for the second installment payment for that program and for consumables for elementary students.

The purchase of Chromebooks for district teachers during the 2015-16 school year fueled an interest in blended learning and technology use in almost every classroom in the district. The 2016-17 budget provides for additional technology at all levels in the amount of \$351,718.

Fortunately, utility budgets did not increase because of rigorous energy management. Recent improvements in lighting, new boilers and boiler control systems contribute greatly to energy conservation thereby substantially reducing costs in these lines over the last several years.

Like last year, the 2016-17 budget is presented in a format using the Uniform Chart of Accounts (UCOA) mandated by the State of Rhode Island. There are still a few alignments that must be made between the UCOA and the budget. The UCOA format will ensure that the financial information presented is transparent and easy to understand.

The 2016-17 Superintendent's Proposed Operating Budget is a work in progress and contains everything that we believe is necessary to provide the best education to Lincoln's students. It requires your input so that scarce resources will be used to maximize student achievement while remaining compliant with the Basic Education Plan (BEP) required by RIDE. The Lincoln Administrative Team is ready, willing and able to assist you in this difficult task and we look forward to working with you to provide a financial plan that will support the quality education Lincoln residents appreciate and expect.

Superintendent Fortunato noted the Capital Budget will be forthcoming on Friday.

- f. Consider and vote on Superintendent's recommendation to accept resignation and separation agreement of employee contingent on rescission period
Motion to approve by Roll. Seconded by Carroll. All in favor. Motion carried 6-0.
- g. Approval of Unbudgeted 12 hr/week 1:1 Teacher Assistant – Northern Elementary
Motion to approve by Roll. Seconded by Carroll. All in favor. Motion carried 6-0.
- h. Financial Report/Charter School Update
The Business Manager reported she is still projecting a zero deficit and no surplus. She is concerned about Medicaid but is hoping any positive variances in the expenditure line will help offset a deficit in the revenue line. Charter Schools, tuition seem to be holding. At this time, Miller believes in the long run they will be okay with their expenses.

i. 2014-15 Audit Update

The Superintendent reported the audit was completed on time for the second time and offered kudos to Lori Miller for her excellent work. Miller reported that the fund balance is \$1,319,908. It was a good year with a surplus in the school lunch program, recovering from last year's changes in the menu. She also stated that the unrestricted fund increase of \$833,916 consisting of \$173,000 from state aid from the town as a one-time reimbursement for the roofs and security upgrades.

III. Approval of Jacobs Technology Consulting Contract (*Pending Approval by Legal*)

Motion to approve by Cavanaugh. Seconded by Carroll. All in favor. Motion carried 6-0.

The Superintendent explained they have been working with Jacobs for a long time; they were the ones who came in as trouble shooters last year when the computers were hijacked by ransomware.

IV. Capital Improvement Updates

Lori Miller reported the Lonsdale roof was dry after the recent heavy rain storm. She received the security consultant's report. She noted one recommendation was to provide reflective material on windows so you can see out but no one can see in. She noted the Building and Grounds Director is on a hunt for a free boiler at Central so only the labor will have to be paid in the event he secures the free boiler.

V. Awarding of Bid

a. Choir Risers

Hertz Furniture	\$7,701.00
Robert H. Lord Co., Inc.	8,806.50
Wenger Corp.	8,098.00

Motion to approve the low bid by Hertz Furniture in the amount of \$7,701. by Cavanaugh. Seconded by Carroll. Motion carried 6-0.

VI. New Business

a. Approval of Middle School Curriculum Coordinator/Coach Job Description

Motion to approve by Roll. Seconded by Carroll. All in favor. Motion carried 6-0.

b. Approval of Budget Workshops 1/25/16 & 1/27/16 – 6:00 PM @ Lincoln High School.

Motion to approve by Cavanaugh. Seconded by Carroll and Roll. All in favor. Motion Carried 6-0.

The Chair reported the budget subcommittee will meet prior to the workshops.

c. First Reading Background Checks for School Volunteers Policy KC

Motion to approve by Cavanaugh. Seconded by Roll. All in favor. Motion carried 6-0.

Mary Anne Roll reported the policy will be posted on the website prior to the next meeting.

d. First Reading Administration of Naloxone (Narcan) Policy JD

Motion to approve by Cavanaugh. Seconded by Roll. All in favor. Motion carried 6-0.

e. First Reading Revised Supervision of Students – Child Abuse/Neglect Policy JHFA

Motion to approve by Cavanaugh. Seconded by Roll. All in favor. Motion carried 6-0.

VII. Subcommittee Reports

Mary Anne Roll reported the communication subcommittee met this evening, but there wasn't a quorum so there are no recommendations. The health and wellness committee is meeting tomorrow at 8:00 AM.

VIII. School Committee Reports

Julie Zito wanted to make sure there will be robo calls and everyone will be at the meeting Thursday at 6:30 PM on the renovation of the high school. Mary Anne Roll reported RIDE is looking for input on graduation requirements by Saturday, February 5th.

IX. Community Comment

A member of the audience hoped the committee would strongly consider survey input from the town's parents regarding the February vacation.

X. Adjourn

Motion to approve adjourning at 9:00 PM by Cavanaugh. Seconded by Carroll. All in favor.
Motion carried 6-0.

JOHN CARROLL, CLERK

DATE